

Step 1: Logging into PCIT

- I. Connect to the *PCIT Log In* page using the Web address: <https://pcit.aphis.usda.gov/pcit/>.
- II. Click the **Log In** button. The *eAuthentication Warning* page displays.
- III. Click the **Continue** button. The *eAuthentication Login* page displays.
- IV. Choose one of the following paths:
 - a. If you do not have a USDA eAuthentication Account, proceed to Step 2: Creating a USDA eAuthentication Account.
 - b. If you are logging into PCIT for the first time with your eAuthentication account, proceed to Step 3: Linking Your New eAuthentication Account to PCIT.
 - c. If you have logged into PCIT with your eAuthentication account before, proceed to Step 4: Logging into PCIT (From Now On).

Step 2: Creating a USDA eAuthentication Account

- I. Click the Create an account link under the Quick Links box in the upper left hand corner.
- II. Click the Level 1 Access link at the bottom of the page.
- III. Follow the instructions provided on the USDA eAuthentication website and confirmation e-mail to complete and activate your account.

Step 3: Linking Your New eAuthentication Account to PCIT

- I. Enter your eAuthentication User ID and password and click the **Login** button.
- II. The *PCIT Log In* page appears. You will access this page only during this initial process.
- III. If your organization already has an account within PCIT:
 - a. Your organization's PCIT account administrator should provide you with a **temporary** PCIT User ID and password to connect to the organization's account. Enter this information and click the **Sign In** button.
 - b. Your eAuthentication account is now synchronized with your organization's PCIT account and you are now logged into PCIT. Proceed to Step 4: Logging into PCIT (From Now On).
- IV. If your organization does not have an account within PCIT:
 - a. To create a PCIT account for your organization, click the **Register External Organization** button on the left.
 - b. The *Registration Wizard – User Information* page appears. Enter or review/update (if pre-populated) the name and phone number and click the **Next** button.
 - c. Select the **Create a New Organization Account within PCIT** option and click the **Next** button.
 - d. On the *Registration Wizard – Create New* page, enter your company's information and click the **Submit** button.
 - e. The *Registration Wizard – Create Successful* page appears. Click the **Continue** button to start using PCIT.
 - f. Your eAuthentication account is now synchronized with your organization's new PCIT account and you are now logged into PCIT. Proceed to Step 4: Logging into PCIT (From Now On).

Step 4: Logging into PCIT (From Now On)

- I. Enter your eAuthentication User ID and password and click the **Login** button. You are now logged into PCIT.